

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice COR-85

For: State and County Offices

CLDAP Target Reviews

Approved by: Associate Administrator, Operations and Management



1 Overview

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Background

Pub. L. 105-277, The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 1999, authorizes the Secretary to provide disaster assistance to producers who suffered crop losses because of adverse weather conditions. Because only a specific amount of money is available, national payment factors must be determined before any payments are issued.

To minimize the errors that might contribute to incorrect data being uploaded to KCMO, COR's shall immediately begin target reviews of CLDAP.

B

Purpose

This notice provides review instructions for immediately implementing CLDAP target reviews.

C

Timeframe

CLDAP target reviews shall be completed and reports issued no later than 2 weeks before the date data is to be uploaded to KCMO. These reviews take priority over any other COR assignment, unless both Operations Review and Appeals Staff (ORAS) and EDSO agree that another assignment shall be given priority.

Disposal Date

August 1, 1999

Distribution

State Offices; State Offices relay to COR's, and
County Offices

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2 County Offices To Be Reviewed

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Selecting County Offices

Seven percent of County Offices in each of the 48 contiguous States and Puerto Rico shall be reviewed.

Note: States without a COR shall make arrangements with SED's in the surrounding States to share COR's to accomplish this task. Out of State travel is authorized for COR's conducting CLDAP target reviews.

SED shall select County Offices with medium to heavy workload for review.

3 Population and Sample

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Population

The population shall include all CCC-540's on file in the County Office on the day the review begins.

B

Sample

COR shall select a maximum of 15 CCC-540's from the population for review.

Note: All CCC-540A's related to the selected CCC-540 are considered part of the selected CCC-540.

4 Verification Items

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Required Verification Items

COR shall concentrate the CLDAP target review to the following verification items. COR may review other items, as necessary, to verify that CLDAP procedures are properly followed in the County Office.

COR's shall verify the following, if applicable:

- COC minutes contain the pertinent facts and the actions taken on applicable COC determinations (16-AO, subparagraph 194 B)
 - producers have completed CCC-541 (1-DAP, subparagraph 1001 A)
 - gross revenue provisions have been followed (1-DAP, paragraph 1002)
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4 Verification Items (Continued)

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**Required
Verification
Items
(Continued)**

- payment limitation provisions have been met (1-DAP, paragraph 1003)
- producers are in compliance with HELC/WC provisions (1-DAP, paragraph 1004)
- CCC-540 has been properly completed (1-DAP, subparagraph 1006 B)
- eligibility criteria for the 1998 single-year program have been met (1-DAP, paragraph 1020)
- a separate CCC-540A has been properly completed for each crop (1-DAP, subparagraph 1022 A)
- prevented planted acreage does not exceed the number of acres of cropland in the unit (1-DAP, subparagraph 1026 B)
- an eligible disaster condition prevented most producers from planting on acreage with similar characteristics in the surrounding area (1-DAP, subparagraph 1026 A)
- prevented planting provisions were applied, if producer provided proof that the inputs were available to plant and produce the crop (1-DAP, subparagraph 1026 C)
- prevented planting factor was applied when applicable (1-DAP, subparagraphs 1020 L and 1026 G)
- FSA-578D was only used for disaster purposes (1-DAP, subparagraph 1027 B)
- acreage reports for disaster purposes only were only accepted when acceptable evidence of the existence and disposition of the crop was provided (1-DAP, subparagraph 1027 C)
- provisions for aquaculture, ginseng root, ornamental nursery, Christmas trees, turfgrass sod, honey, and maple sap are properly administered (1-DAP, paragraphs 1032 through 1038)
- assigned production has been properly assigned by COC and adequately documented in COC minutes (1-DAP, paragraph 1065 and subparagraph 1074 E)

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4 Verification Items (Continued)

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Required Verification Items (Continued)

- planted peanut acres were properly prorated between quota and non-quota acreages (1-DAP, subparagraph 1068 A)
 - quality adjustments were properly made on eligible 1998 single-year production (1-DAP, Part 10, Section 9)
 - quality adjustments were not made because of damaging weather or related conditions occurring after the crop was harvested (1-DAP, subparagraph 1071 A)
 - quality adjustments were not made on ineligible crops (1-DAP, subparagraph 1071 F)
 - gin recap sheets were used to calculate cotton (1-DAP, subparagraph 1073 A)
 - historical marketing documentation supports the historical marketing relationship established (1-DAP, subparagraph 1074 B)
 - tobacco and peanut quality adjustment provisions were properly determined (1-DAP, paragraphs 1075 and 1076)
 - salvage value was deducted from the calculated disaster payment properly (1-DAP, subparagraph 1079 B).
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Other Items for Verification

In addition to the verification items in subparagraph A, SED's may add additional items that they are aware of in their State that need to be reviewed.

5 Preparing and Issuing Reports

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Report Format

COR's shall prepare a report according to 1-COR, paragraph 111.

B

Report Distribution

COR shall distribute the report according to 1-COR, paragraph 117.

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6 Responding to COR Reports

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Completing CAP's

CAP's shall be completed according to 1-COR, Part 4.

7 State Office Actions

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COR Assignments

Each SED shall be responsible for assigning COR's within their supervision to the County Offices selected for review. States without a COR shall make arrangements with SED's in the surrounding States to share COR's to accomplish this task. Out of State travel is authorized for COR's conducting CLDAP target reviews.

Note: Supervisory SED's shall be responsible for coordinating with the applicable State.

B

Common Error Notification

These target reviews are being implemented to provide both National and State Offices needed information to identify significant errors so that they may be corrected before the national upload.

SED shall notify all County Offices of errors being found as review reports are issued and provide instructions to ensure that significant errors identified are corrected in all counties and records corrected. This dissemination of information may be completed through DD's or the issuance of State notices.

C

Problems or Concerns

State Office personnel with questions or concerns relating to:

- the contents of this notice, except for the verification items in paragraph 4, or the CLDAP target reviews in general shall be directed to ORAS at 202-720-9831
 - specific CLDAP program questions, or questions regarding the verification items in paragraph 4, shall be directed to Rebecca Davis at 202-720-9882.
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